Operating Instructions of Verifone VX 520 Payment Terminal

Key Assignment

Replacement of the paper roll (button for opening the plastic cover

Sending report

Reversal transaction

PIN code entering confirmation

PIN code correction

Cancellation

Correction

Enter button

Cancel the operation

Magnet card reader

Chip card reader

Chip card payments

Text on the
Client's terminal

10/06   Menüü
11:22
 	
    Sisestage summa
     0.00EUR
 	
Rep   Rev   Cop Serv
	10/06 Menüü
	11:22
	
	   Sisestage kaart

F1

F2

F3

F4

Enter the sum of the transaction as a final sum (for instance sum is 15€, you insert 1500). Then press a GREEN button (Enter). YELLOW button is for correcting the sum. RED one is for cancellation.

Text on the
Seller's terminal

Text on the
Client's terminal

  Sisestage kaart 	 **Sisestage kaart** **0.01EUR**

Ask the customer to insert his card to the chip card reader.

Text on the
Seller's terminal
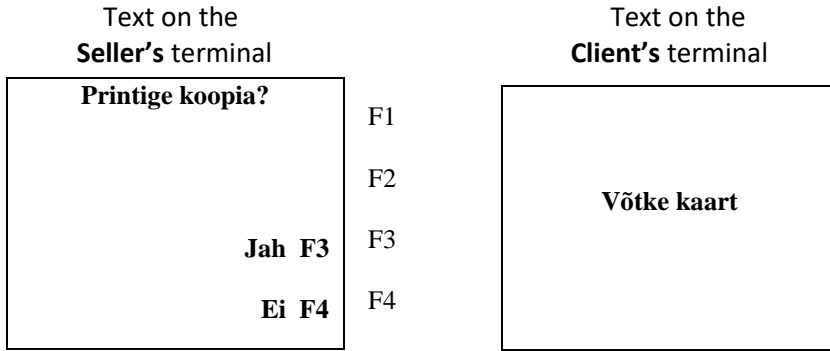
Text on the
Client's terminal

PIN-i
Sisestamine
 	
	Müük
	
	   0.01 EUR
	
	   Sisestage PIN:

If the terminal asks for the PIN code the customer shall enter the PIN code using the PINPAD keys. After PIN code was entered, client have to confirm it with the GREEN button. If the customer made a mistake with the PIN code, he can correct it with a YELLOW „clear" button, or cancel the payment with a RED button.
After customer confirmed the PIN code, the terminal starts processing the transaction. As a result of successfull transaction, the terminal prints out 2 receipts. The second one comes out automatically in 20 secs, but if you would like to get it faster, press the green button or F3 button on the right side of a screen. If the client doesn't need the receipt, press the red button.
 Where for some reason authorization of the payment terminal fails, the error message with a code and it's explanation is printed out.
NB! Make sure, that the receipt doesn't contain any error messages.

Text on the **Seller's** terminal		Text on the **Client's** terminal

Printige koopia? F1	
F2	
F3	**Võtke kaart**
Jah F3 F3	
Ei F4 F4	

The first receipt is always for a seller, the second one is for a buyer.
If customer couldn't pay with a chip card and the message "Kasuta magnetkaarti" has appeared on the terminal screen, follow the section "Magnet card payment"
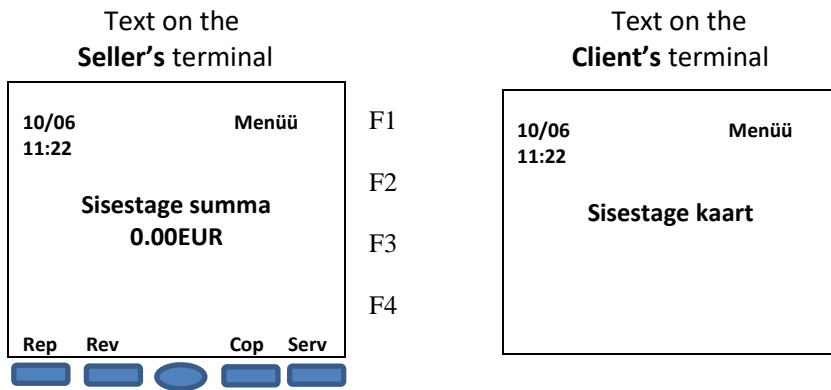
NB! The card owner must be identified in accordance with the bank card acceptance requirements.
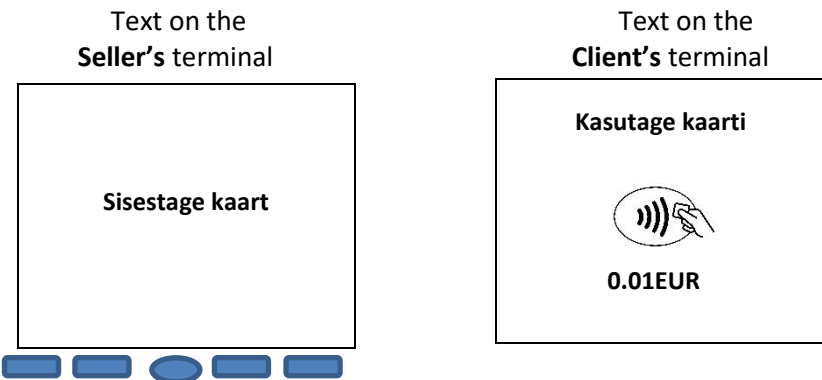
Verifone

```
POINT PB TERMINAL
TALLINN, KAUBA 1
REG.NR.:11060344            Kassa:111
Term.: MLS20016
Kuupäev: 01/09/2016        Aeg : 16:34:54
                            Kviitung: 52
A0000000041010 - DEBIT MASTERCARD
      MC DEEBET
- - - - - - - - - - - - - .5484

    KAARDIMAKSE KVIITUNG
          Müük



SUMMA:         150.00 EUR

      Auto.kood: 160941 T:1
    TVR:0000008000 TSI:E800 AIP:3900
  TC: E321DF63AF435D24 CID:40 CVMR:440302
  Appl.:MultiPOINT 03.20.072.00450     D02f4
        PIN KONTROLLITUD
```

- Merchant's name
- Outlet's address
- Registration code of the merchant
- Terminal identification number
- Receipt number
- Card type
- Card number (last 4 card's numbers are shown)
- Transaction type
- Sum of transaction
- Type of receipt
- Authorization code
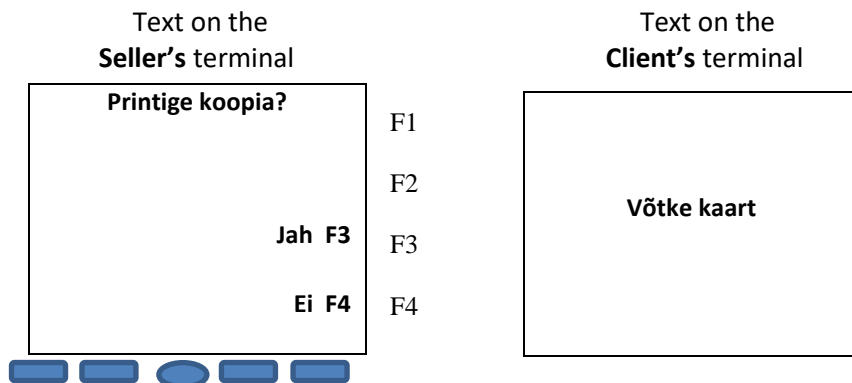- Confirmation, that the transaction with a chip card was successful

Contactless card payment

Contactless card allows you to make payments, wich sum is less than 25 eur. (including 25€), without PIN code entering.

Text on the **Seller's** terminal		Text on the **Client's** terminal

10/06 **Menüü** **11:22** **Sisestage summa** **0.00EUR** Rep Rev Cop Serv	F1 F2 F3 F4	**10/06** **Menüü** **11:22** **Sisestage kaart**

- In order to make a contactless transaction, enter the sum and press the green button. The „contactless emblem" will appear on the screen.
- YELLOW button is for correcting the sum. RED one is for cancellation.

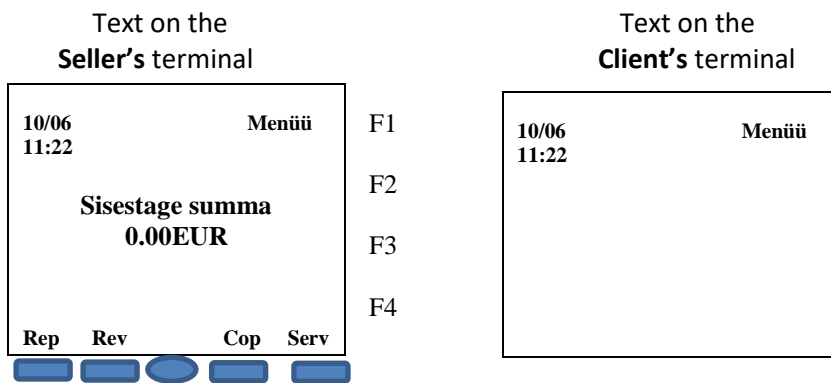| Text on the **Seller's** terminal	Text on the **Client's** terminal
Sisestage kaart	**Kasutage kaarti**)))) 👆 **0.01EUR**

- Ask the client to put his payment card on a terminal's screen and hold it until it peeps.
- The card is read out when all 4 indicators (located above the screen) are lit.
- Terminal connects to the bank.
- Terminal prints out the reciept, where you can find the sum of the transaction and the description of a payment method - „Contactless". (in case of a successfull transaction)

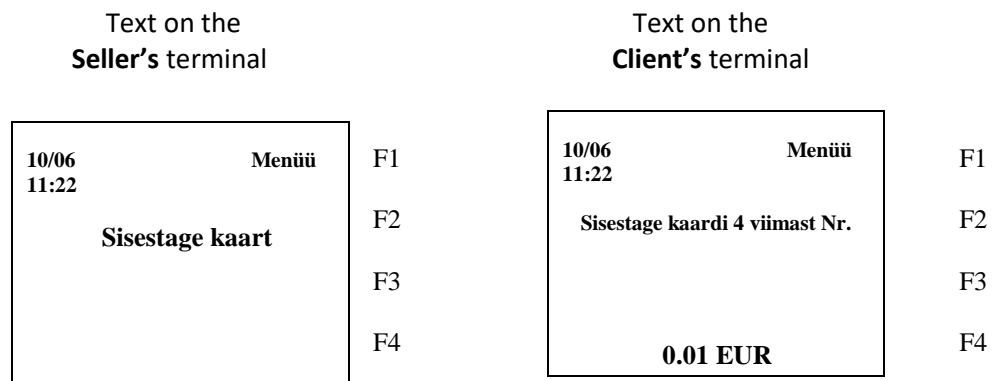| Text on the **Seller's** terminal		Text on the **Client's** terminal
Printige koopia? **Jah F3** **Ei F4**	F1 F2 F3 F4	**Võtke kaart**

- The second receipt (customer's one) is printed in 20 seconds or you can get it faster by pressing the green button or F3 button on the right side of a screen. If client doesn't require the receipt, press the RED button.
- The first receipt is always for seller, the second one is for a buyer.
- Where for some reason authorization of the payment terminal fails, the error message is printed out along with the error code and explanation.

Magnet card payments

Text on the **Seller's** terminal		Text on the **Client's** terminal

10/06 11:22 Menüü			F1
			F2
Sisestage summa **0.00EUR**			F3
			F4
Rep Rev Cop Serv			

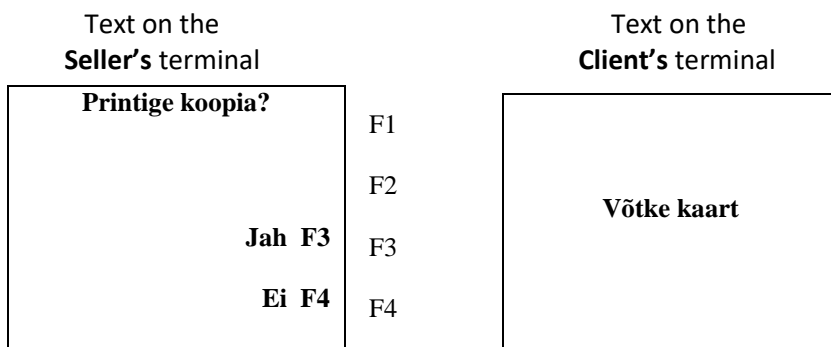| 10/06 11:22 Menüü	

Enter the sum of the transaction as a final sum (for instance sum is 15€, you insert 1500). Then press the green button (Enter). Yellow button is for correcting the sum. Red one is for transaction cancellation.

Text on the **Seller's** terminal		Text on the **Client's** terminal

10/06 11:22 Menüü		F1
Sisestage kaart		F2
		F3
		F4

10/06 11:22 Menüü		F1
Sisestage kaardi 4 viimast Nr.		F2
		F3
0.01 EUR		F4

Swipe the magnetic card through the magnet card reader.

Enter 4 last customer's card numbers and press the GREEN button.
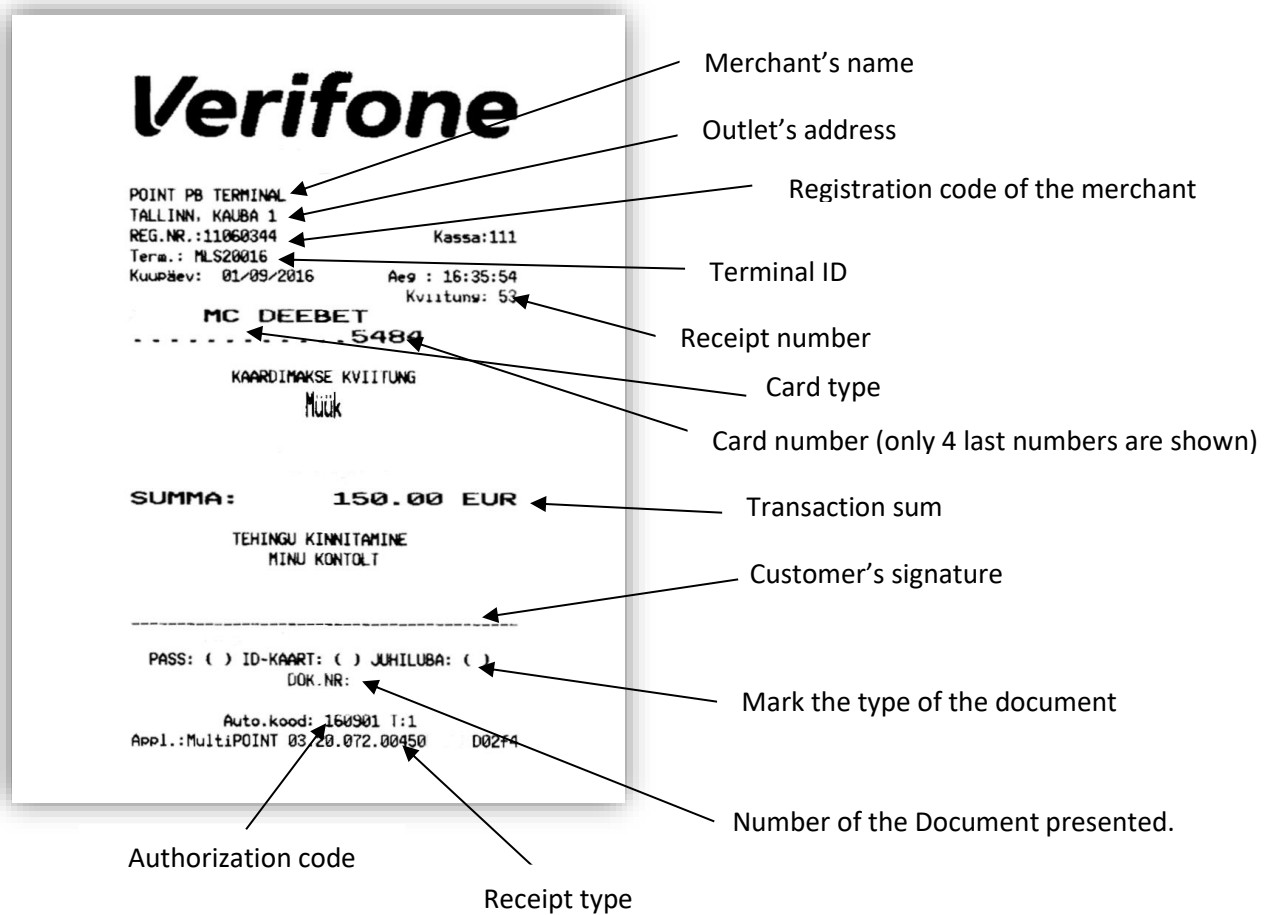Terminal connects to the bank.
As a result of successful transaction terminal prints 2 receipts out. After the first receipt was printed, tear it off.

Text on the **Seller's** terminal		Text on the **Client's** terminal

Printige koopia?		F1
		F2
Jah F3		F3
Ei F4		F4

Võtke kaart

The first receipt is always for seller, the second one is for a buyer.
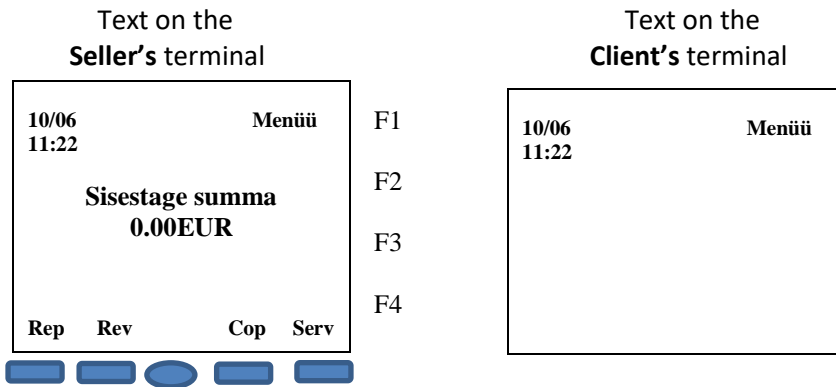
The second one is printed in 20 seconds or you can get it faster by pressing the green button or F3 button on the right side of a screen. If customer doesn't need the receipt, press the red button.

The card owner must be identified in accordance with the bank card acceptance requirements. The receipt must contain customer's signature (check the conformity with the signature on the card's back side), The type of identification document (mark it manually), the document's number.
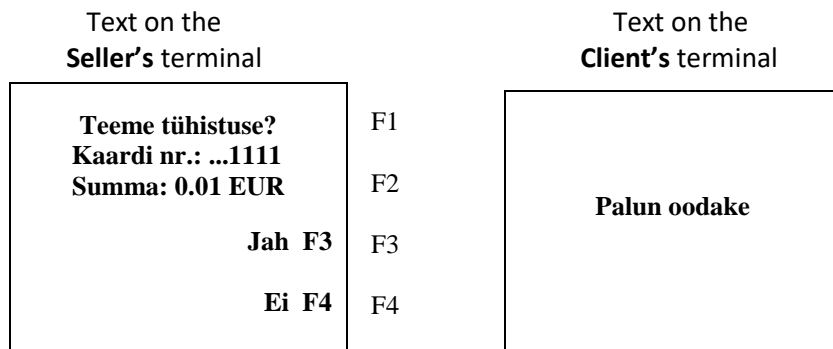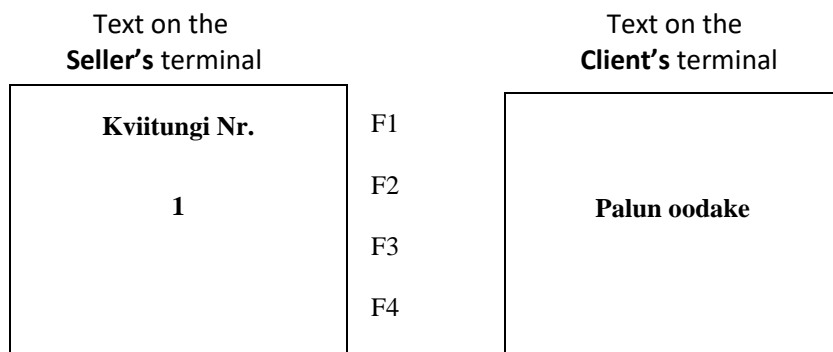
Verifone

POINT PB TERMINAL
TALLINN, KAUBA 1
REG.NR.:11060344   Kassa:111
Term.: MLS20016
Kuupäev: 01/09/2016   Aeg : 16:35:54
                         Kviitung: 53
    MC DEEBET
- - - - - - 5480

KAARDIMAKSE KVIITUNG
        Müük

SUMMA: 150.00 EUR

TEHINGU KINNITAMINE
MINU KONTOLT

_____

PASS: ( ) ID-KAART: ( ) JUHILUBA: ( )
         DOK.NR:

     Auto.kood: 160901 T:1
Appl.:MultiPOINT 03/20.072.00450   D02F4

- Merchant's name
- Outlet's address
- Registration code of the merchant
- Terminal ID
- Receipt number
- Card type
- Card number (only 4 last numbers are shown)
- Transaction sum
- Customer's signature
- Mark the type of the document
- Number of the Document presented.
- Authorization code
- Receipt type

Void transaction

In order to reverse the transaction press the «REV» button.

	Text on the **Seller's** terminal			Text on the **Client's** terminal

```
10/06                Menüü      F1
11:22

                                F2
     Sisestage summa
        0.00EUR                 F3

                                F4

Rep   Rev      Cop   Serv
```

```
10/06                Menüü
11:22




```

Insert the receipt number, which you want to cancel and press GREEN button.
NB! Terminal automatically inserts the last transaction receipt number.

	Text on the **Seller's** terminal			Text on the **Client's** terminal

```
     Kviitungi Nr.            F1

                             F2
          1
                             F3

                             F4
```

```



     Palun oodake


```

	Text on the **Seller's** terminal			Text on the **Client's** terminal

```
   Teeme tühistuse?           F1
   Kaardi nr.: ...1111
   Summa: 0.01 EUR            F2


            Jah  F3           F3

             Ei  F4           F4
```

```



     Palun oodake


```

For transaction cancellation press F3 button.
To cancel the reversal press F4 button.

In case the transaction was made with a chip card:
Put the card into the customer's terminal

In case the transaction was made with a magnet card:
Swipe the magnetic card through the magnet card reader.

Text on the **Seller's** terminal		Text on the **Client's** terminal
Printige koopia?	F1	
	F2	**Võtke kaart**
Jah F3	F3	
Ei F4	F4	

In a result of successful transaction cancelation, the first receipt is printed, tear it off. Terminal prints the second receipt if you press GREEN button. In order to decline printing of the second receipt, press F4 button.

Reversal transaction made with a chip card
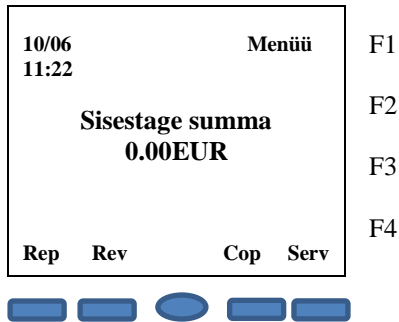

Reversal transaction made with a magnet card

The „Reverse" function is available only for the „today's" transactions (which are not sent to the bank) and only the entire sum can be cancelled. If the terminal shows the message „TEHINGUT EI LEITUD" (the transaction not found). In this case the transaction is no longer in terminal's memory and can't be cancelled.
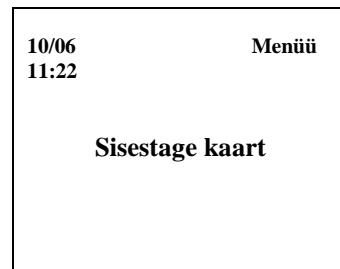
A copy of a receipt
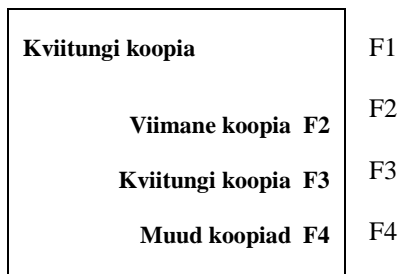
In order to get the copy, press the button „COP".

Text on the
Seller's terminal

10/06 Menüü 11:22 **Sisestage summa** **0.00EUR** Rep Rev Cop Serv	F1 F2 F3 F4

Text on the
Client's terminal

10/06   Menüü
11:22

Sisestage kaart

Text on the
Seller's terminal

Kviitungi koopia **Viimane koopia F2** **Kviitungi koopia F3** **Muud koopiad F4**	F1 F2 F3 F4

Copy of the last receipt: > press „F2"

Copy of the other receipt (by it's number):   > press „F3"
                                                                        > enter your check number
                                                                        > press GREEN button

Finishing the day. Sending transactions.

During the day terminal collects all the transactions into its memory and once a day (automatically or manually) sends them to the bank. Automatic sending works only, if the terminal is connected to the power socket.

<u>If automatic sending was :</u>
Try to send transactions manually or wait for the next automatic sessioon.

Report sending:

1. Press the «REP» button.

Text on the
Seller's terminal

Saatmisaruanded
Saada F2
Tehingute kaupa F3
Register F4

**2.** To send collected transactions to the bank, press „F2".
To get the transaction's report only for yourself (without sending them to the bank) press „F4".

The sending report includes: Total number of transactions completed and the amount of money was sent. If the sending was successful, a confirmation message „Tehingud saadetud" will be printed on the check .

```
POINT PB TERMINAL
TALLINN, KAUBA 1
REG.NR.:11060344              Kassa:111
Term.: MLS20016
Kuupäev: 01/09/2016        Aeg : 16:37:14
Saatmisaruande Period:
01/09/2016 16:30:50 - 01/09/2016 16:37:14

SAATMISARUANNE 090102

          KAARDI TÜÜP
————————————————————————————
   MC  DEEBET
              LOENDATUD        SUMMA
Müük              3           300.01
Tühistus          2          -300.00
                -------       -------
KOKKU             5             0.01
————————————————————————————
Köik  kaardid
              LOENDATUD        SUMMA
Müük              3           300.01
Tühistus          2          -300.00
                -------       -------
KOKKU             5             0.01

      Tehingud  saadetud


Appl.:MultiPOINT 03.20.072.00450    D02F4
```

Paper roll replacing

To replace the paper roll, push a black key so it's shown on the picture.
Remove the empty paper sleeve from the priner.
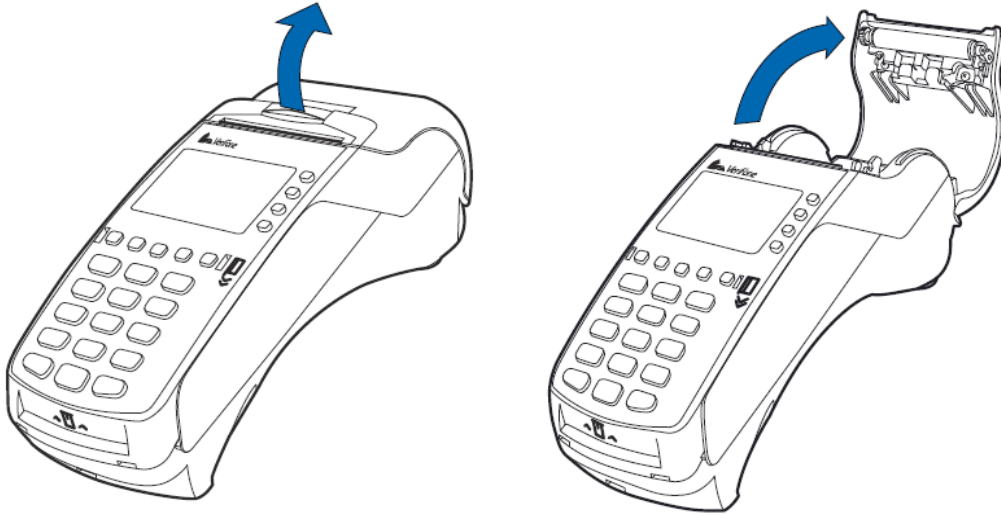
Open the new paper roll and put it inside the way it's shown on picture below. Paper must run from below. Pull a little bit paper out of terminal.
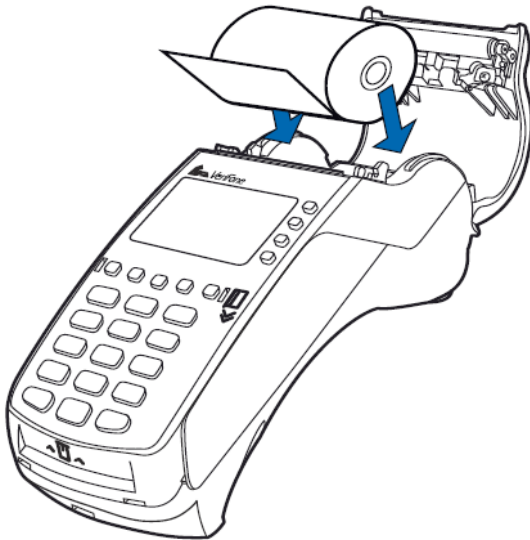
Close the paper roll cover slightly pressing until it clicks. Tear off any excess paper.